

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: June 28, 2018 LEAVE ACCOUNTING LETTER #18-006

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division (PPSD)

RE: PERSONAL HOLIDAY AND HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

The following information explains the Personal Holiday and the Holiday Credit In Lieu of Personal Holiday processes that the Personnel/Payroll Services Division (PPSD) will run in July 2018.

PERSONAL HOLIDAY

On July 3, 2018, PPSD will post Personal Holiday accruals for the 2018-19 fiscal year to the CLAS. We will post the Personal Holiday Accrue transaction (PH10) for full/part time and intermittent employees entitled to a Personal Holiday.

Employees on a temporary separation are not entitled to the Personal Holiday accrual until they return from the separation. Upon the employee's return, the department must post the PH10 accrual transaction for the month the employee returns to active status.

If an employee is on a Personal Holiday waiting period with an end date after July 31, 2018, the accrual transaction will automatically post on the 2nd day of the leave period in which the waiting period ends.

HOLIDAY CREDIT IN LIEU OF PERSONAL HOLIDAY

On July 3, 2018, PPSD will post a Holiday Credit In Lieu of Personal Holiday (HC09) transaction to full/part time employees who are eligible for this benefit. Below is a list of eligible employees:

- Bargaining Unity (BU)06 rank & file employees
- BU07 class code 8979 (Firefighter) at State Hospitals and Developmental Services
- BU12 rank & file employees
- BU13 rank & file employees

An HC09 transaction will not post for intermittent (Roll Codes 3 and 4) employees. The department must post HC09 transactions after determining the number of hours the employee is due.

Employees on a temporary separation are not entitled to Holiday Credit In Lieu of Personal Holiday until they return from the separation. Upon the employee's return, the department must post the HC09 transaction for the month the employee returns to active status.

Per bargaining unit contracts, some employees must serve a waiting period before receiving Holiday Credit In Lieu of Personal Holiday. Therefore, if the employee is currently serving a waiting period, the department must void the HC09 transaction posted on July 3, 2018, and post the HC09 transaction to the leave period in which the waiting period ended.

Some employees may have previously been in another bargaining unit that entitled them to a Personal Holiday. Please call the Leave Accounting Liaison Unit at (916) 327-0756 regarding any such employee who has the Personal Holiday benefit established in their record. Employees should not be accruing Personal Holiday and earning Holiday Credit in Lieu of Personal Holiday.

The Personal Holiday and Holiday Credit In Lieu of Personal Holiday transactions will display on the Leave Activity and Balance report available via ViewDirect on August 14, 2018. The employee's Statement of Earnings and Deductions/Direct Deposit Advice for the August 2018 pay period will reflect the Personal Holiday or Holiday Credit for July.

Each July, the CLAS Unit receives numerous phone calls regarding the Personal Holiday benefit. Therefore, we sent a listing of frequently asked questions regarding the Personal Holiday benefit to the Department of Human Resources (CalHR). Attached are CalHR's responses regarding Personal Holiday policies and how to apply them. For questions regarding the attached, please contact CalHR's Personnel Services Branch at (916) 323-3343 or psb@calhr.ca.gov.

If you have any other questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

MR:SAL:CLAS